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James A. Carder
Director
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MEMORANDUM

TO: State Agencies
FROM: OA, Accounting
DATE: February 10, 2003
RE: Vendor File – Vendors on Hold

When the Payment Hold Indicator field on the VEN2 (Vendor 1 of 3) screen on the SAM II Financial System is set to "Stops Processing", please refer to the VTX (Vendor Text) table for an explanation. If one of the most recent VTX messages indicates that the vendor number was set to "Stops Processing" because of the following reasons, then the vendor must complete a W9 and return it to the state agency for review:

An IRS notification was received by the State of Missouri, or
A 1099 form was returned to the State of Missouri as undeliverable.

The vendor can obtain a W9 form(s) from the IRS.gov website.

Please note that the vendor must indicate to the state agency which 11 digit vendor numbers under that Federal Tax ID number are covered by the completed W9. This means that agencies must work with vendors and give them the 11 digit vendor number, vendor name, and vendor address for each alternate address under the specific Federal Tax ID number. The vendor must also designate one of the 11 digit vendor numbers as the primary vendor number. This primary vendor number must include the vendor's name and address as filed with the IRS for that specific Federal Tax ID.

If a 11 digit vendor number is currently included on the vendor file, but the vendor does not include it as a valid alternate address under the specified Federal Tax ID number, that 11 digit vendor number will remain on "Stops Processing" on VEN2.

A vendor must document in writing which 11 digit vendor number is the primary vendor number or all vendor numbers will remain on "Stops Processing".

The vendor must return the W9(s) and other supporting documentation to the state agency that is working with the vendor. The state agency must ascertain that the W9 is completed in its entirety, that the vendor has indicated which vendor number is the primary vendor number, and that the vendor has indicated in the supporting documentation all the 11 digit vendor numbers listed under that specific Federal Tax ID number whether each 11 digit vendor number is valid for that vendor or if a specific 11 digit vendor number needs to be deleted.

Once the state agency has verified this information, then the W9 and supporting documentation from the vendor must be sent to OA, Accounting for processing. The state agency must include a state agency contact name and telephone number for OA, Accounting to contact in the event that there are questions that arise during the processing of the request.

The W9 and the associated supporting documentation will be reviewed in detail by OA, Accounting and if the documentation is complete, then OA, Accounting will change the associated vendor numbers from "Stops Processing" to "Process as Normal".

Please note that when an IRS notification is sent to the State of Missouri or a 1099 for a primary vendor is returned to the State of Missouri as undeliverable, that OA, Accounting will immediately put the vendor on "Stops Processing". This includes the primary vendor and all alternate vendor addresses. The "Stops Processing" Payment Hold Indicator will not be changed until the W9(s) and other necessary supporting documentation is sent by the state agency to OA, Accounting.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC) for assistance. Your ACSC will contact OA, Accounting ACSC desk if assistance is needed.